

Kanuikapono Public Charter School • Job Description

Job Title:	Tech Liaison		
Employment Type:	12-month	Division / Department:	Academic / Operations
JOG code:	1285	Reports to:	Executive Director
Collective Bargaining Unit:	13	FLSA Status:	Non-Exempt
Pay Group / Salary Range:	Based on Experience	State Comparable:	8B.553

Mākaukau: Required Skills, Qualifications, Experience & Education

- At least 1 year of experience in an IT network administration role.
- Proficient in contemporary computer operating systems, software and their error handling and recovery; and in operating computer system peripheral devices.
- Fundamental knowledge of IT and networking concepts.
- Proven network engineering, network operations, and network performance analysis skills.
- Hands-on technical troubleshooting capabilities.
- Must be physically able to perform, efficiently and effectively, the essential duties of this job, which include heavy lifting and moving; prolonged sitting/standing; frequent stooping/bending.
- Ability to understand, follow and give oral and written instructions in English and/or Hawaiian.
- Successful completion of a mandatory background check.
- Basic understanding of the Hawaiian world view, values and practices.
- Familiarity with and an adherence to current best practices in the performance of one's responsibilities.

‘Ike Pili ‘Oihana: Preferred Skills, Qualifications, Experience & Education

- Successful completion of a computer related discipline or IT curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school.
- Knowledge of general mechanical and technical maintenance and repairs.
- Knowledge of computing infrastructures, server management, and monitoring tools.
- Proficiency in G-Suite and other contemporary cloud-based services.
- Experience with Microsoft Windows Server 2008, 2012, and 2016.
- Experience with Cisco switches and routers.
- MCSE certification.
- CISSP, CCNA, or CCNP certification.
- Experience in a school or office setting.
- Ability to work amicably with and relate to youth, their family, and fellow personnel.
- Deep understanding of the Hawaiian world view, values and practices.

- Conversational knowledge of Hawaiian language.

Kuleana: Role and Responsibilities

The kuleana of the Technology Coordinator is to plan, organize and supervise the operations of a school computer center and its satellite stations, develop operational procedures for electronic data processing production operations, and participate in the development of long-range plans for the systems and assumption of new functions and major system changes which require modification of existing operating procedures. The Technology Coordinator operates and supports all campus computer systems and related peripheral equipment including host computers that run the school's administrative applications, in addition to the other operational tools, software and computer devices. The Technology Coordinator also analyzes and resolves classroom and office hardware/software issues, and provides direct and daily schoolwide IT operational services, assistance and maintenance.

Examples of Activities, Duties and Responsibilities

- Responsible for maintenance and security of all school IT equipment.
- Maintains school servers and associated hardware, applications, services, and settings.
- Installs and configures all classroom and office computers and network equipment.
- Analyzes and resolves hardware/software problems, and network issues.
- Maintains proper inventory levels of school computer supplies, contacts vendors, and coordinates delivery and installation of software, hardware, and network components.
- Provides network implementation and support for a variety of operating systems.
- Maintains and monitors network connectivity and support of all workstations.
- Evaluates and recommends security improvements and system upgrades.
- Helps with employee IT training, including for new equipment and software.
- Abides by federal confidentiality laws, including the Privacy Act, in not disclosing any employee or student information to third parties, and to take all precautions to keep such data secure.
- Assists with special school projects, functions and events.
- Other related duties as assigned.

‘Ano: Characteristics, Traits & Capabilities

- Pa‘ahana: Industrious, hard-working
- Mālama i nā Mea Li‘ili‘i: Attention to detail
- Akeakamai: Physically capable
- Hiki Ke Kauka‘i ‘Ia: Dependable
- Kōkua: Helpful, provide assistance

‘Imi Na‘auao: Philosophy

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama ‘āina are central to the philosophy of the school.

Kuana‘ike: Perspective

Kanuikapono PCS

Tech Liaison- Job Description

The five most important Hawaiian concepts to incorporate into this job are:

- 'A'ohē Hana Nui ke Alu 'ia: Work together; no task is too small when shared by all
- 'Auamo Kuleana: Actively seek and carry a responsibility
- Ho'omau: Persevere
- Kūlia i ka Nu'u: Pursue achievement and excellence; strive to reach the summit
- Mākia i ka Hana: Work with purpose

Uku 'Oihana: Compensation (Wages & Benefits)

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

Ho'ākaaka: Clarification

Possession of the required number of years of experience will not in itself be the accepted proof of qualification for the job. The applicant's overall experience must have been of such scope and level or responsibility as to conclusively demonstrate that applicant has the ability to perform the duties or the job for which applicant is being considered.

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.